

CITY OF SANTA CLARA
CIVIL SERVICE COMMISSION
SUMMARY OF MINUTES

November 19, 2007 – 7:00 PM
City Council Chambers, City Hall
1500 Warburton Avenue
Santa Clara, California

Present: Commissioners Steve Chan, Beverly Silva, Fran Palacio and Kim Kristalyn;
Alan Christenson, Acting Director of Human Resources, Tina Murphy, Acting Assistant
Director of Human Resources, and Sheila Ivers, Recording Secretary.
Absent: Commissioner Mohammed Nadeem

Recommendations for Council Action:

- A) **APPROVE the modification of the job specification for Building Maintenance Worker**
- B) **APPROVE the modification of the job specification for Deputy Fire Marshal**
- C) **APPROVE the modification of the job specification for Automotive Technician I**
- D) **APPROVE the modification of the job specification for Automotive Technician II**
- E) **APPROVE the modification of the job specification for Automotive Services Utility Worker**
- F) **APPROVE the modification of the job specification for Assistant Sanitary Sewer Superintendent**
- G) **APPROVE the modification of the job specification for Pump Maintenance Technician**

I. ROUTINE ITEMS

- A. **CALL TO ORDER - PLEDGE OF ALLEGIANCE**
Acting Chairperson Beverly Silva called the meeting to order at 7:00 p.m., and led the meeting in the Pledge of Allegiance.
- B. **MINUTES** of September 17, 2007, Civil Service Commission meeting
It was decided by the Commission to **CONTINUE** the approval of the minutes to the next regular Civil Service Commission Meeting on Monday, January 14, 2008, due to the absence of Commissioner Nadeem.
- C. **CHANGE OF STATUS REPORT** for September and October, 2007
- D. **CURRENT RECRUITMENT ACTIVITY REPORT** for September and October, 2007
- E. **EXAMINATION REPORTS** for September and October, 2007

Civil Service Commission Summary of Minutes- November 19, 2007 (Continued)

MOTION by Commissioner Chan, seconded by Commissioner Kristalyn, to **NOTE AND FILE** Items I-C, I-D, and I-E.
MOTION carried 4-0.

II. UNFINISHED BUSINESS – None

III. NEW BUSINESS

A. CITY MANAGER’S INTRODUCTION OF ACTING DIRECTOR OF HUMAN RESOURCES – Alan Christenson

Ms. Jennifer Sparacino spoke briefly, introducing Mr. Alan Christenson, Acting Director of Human Resources. Mr. Christenson will serve as interim Director until a new Director has been selected from a future recruitment.

B. ELECTION OF OFFICERS 2007-2008

It was decided by the Commission to CONTINUE the election of officers to the January 14, 2008 meeting.

C. CONSIDER REQUEST to Modify Job Specification for Building Maintenance Worker

MOTION by Commissioner Chan, seconded by Commissioner Kristalyn, to **APPROVE the modification of the job specification for Building Maintenance Worker.**
MOTION carried 4-0.

D. CONSIDER REQUEST to Modify Job Specification and Recruitment Type for Deputy Fire Marshal

MOTION by Commissioner Chan, seconded by Commissioner Kristalyn, to **APPROVE the modification of the job specification for Deputy Fire Marshal, and the recruitment type from Open/Promotional to Closed/Promotional on a one-time non-precedent setting basis.**
MOTION carried 4-0.

E. CONSIDER REQUEST to Modify Job Specification for Automotive Technician I

MOTION by Commissioner Palacio, seconded by Commissioner Kristalyn, to **approve the modification of the job specification for Automotive Technician I.**
MOTION carried 4-0.

F. CONSIDER REQUEST to Approve Modification of Job Specification for Automotive Technician II

MOTION by Commissioner Chan, seconded by Commissioner Kristalyn, to **APPROVE the modification of the job specification for Automotive Technician II.**

Civil Service Commission Summary of Minutes- November 19, 2007 (Continued)

MOTION carried 4-0.

- G. **CONSIDER REQUEST** to Approve Modification of Job Specification for Automotive Services Utility Worker

MOTION by Commissioner Kristalyn, seconded by Commissioner Palacio, to **APPROVE the modification of the job specification for Automotive Services Utility Worker.**

MOTION carried 4-0.

- H. **CONSIDER REQUEST** to Modify Job Specification for Assistant Sanitary Sewer Superintendent

MOTION by Commissioner Kristalyn, seconded by Commissioner Palacio, to **APPROVE the modification of the job specification for Assistant Sanitary Sewer Superintendent.**

MOTION carried 4-0.

- I. **CONSIDER REQUEST** to Modify Job Specification for Pump Maintenance Technician

MOTION by Commissioner Palacio, seconded by Commissioner Chan, to **APPROVE the modification of the job specification for Pump Maintenance Technician.**

MOTION carried 4-0.

- J. **CONSIDER REQUEST** to Appeal Disqualification for Utility Crew Supervisor – William Ware

MOTION by Commissioner Chan, seconded by Commissioner Kristalyn, to **DENY the appeal of the disqualification for the position of Utility Crew Supervisor by Mr. William Ware.**

MOTION carried 4-0.

IV. **INFORMATIONAL ITEMS –**

- A. **LEADERSHIP SANTA CLARA 2008**

Ms. Tina Murphy spoke briefly, explaining the Leadership Santa Clara program and recommending it to the Commission.

- B. **NEW WEBSITE ADDRESS** for the City of Santa Clara

Ms. Murphy gave an explanation of the change of URL for the City of Santa Clara, and the date when the change will occur.

V. **ORAL COMMUNICATIONS - None**

VI. ADJOURNMENT

Acting Chairperson Silva adjourned the meeting at 7:45 p.m. until the next regular Civil Service Commission meeting on Monday, January 14, 2008.